

5.4.4 NAME AND ADDRESS LISTING

The Name and Address listing option generates a listing that displays the name and address for select IDs in a survey. It also includes select control information from the Master and Stat Period Control files. The Name and Address listing can be sorted numerically by ID, or alphabetically by name.

Accessing the Screen

- ! Click on the TOOLS button from the StEPS Main Menu.
- ! Click on the QUERIES button from the Tools Menu.
- ! Select the “Listings Request” option.
- ! Choose the “Name and Address” option to display the following:

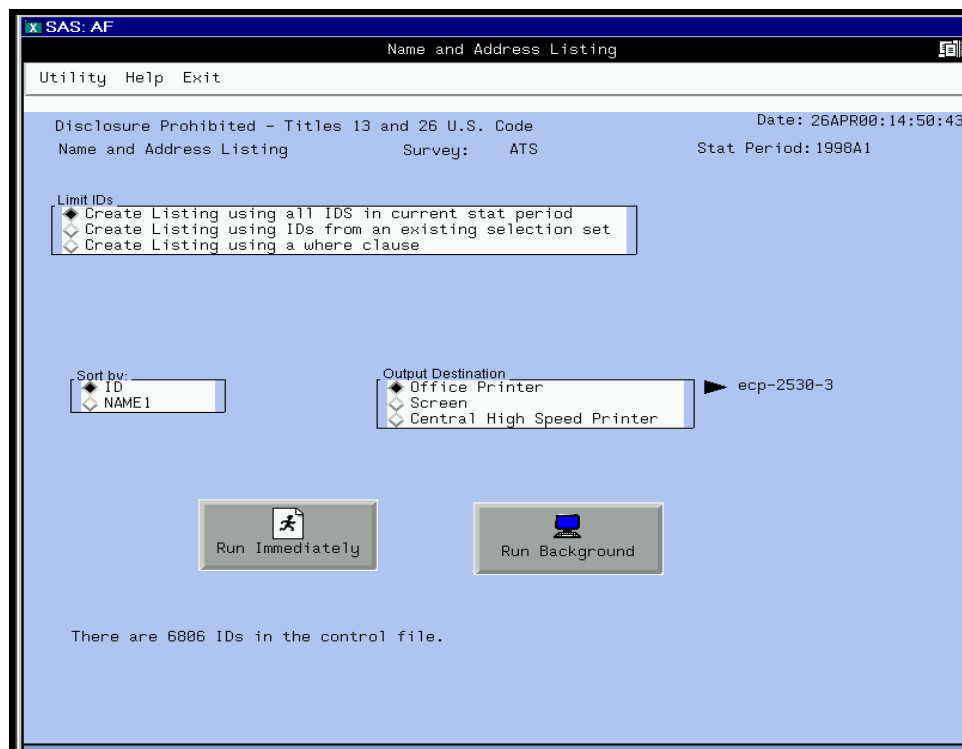


Figure 5.4.4a Name and Address Listing Request Screen

Screen Features

5.4.4.1 LISTING PARAMETER OPTIONS

General parameter options available on more than one listing request screen are defined in section 5.4.1. Please refer to the appropriate section for instructions on how to define the general listing parameters required for this screen.

- ! Limit IDs (See section 5.4.1.1)
- ! Select an output destination (See section 5.4.1.8)
- ! Generate the listing (See section 5.4.1.9)
- ! Save the generated code (See section 5.4.1.10)

- ! Sort by ID or Name1
Sorts output numerically by ID or alphabetically by Name1.

5.4.4.2 LISTING OUTPUT

The output for the Name and Address listing appears as follows:

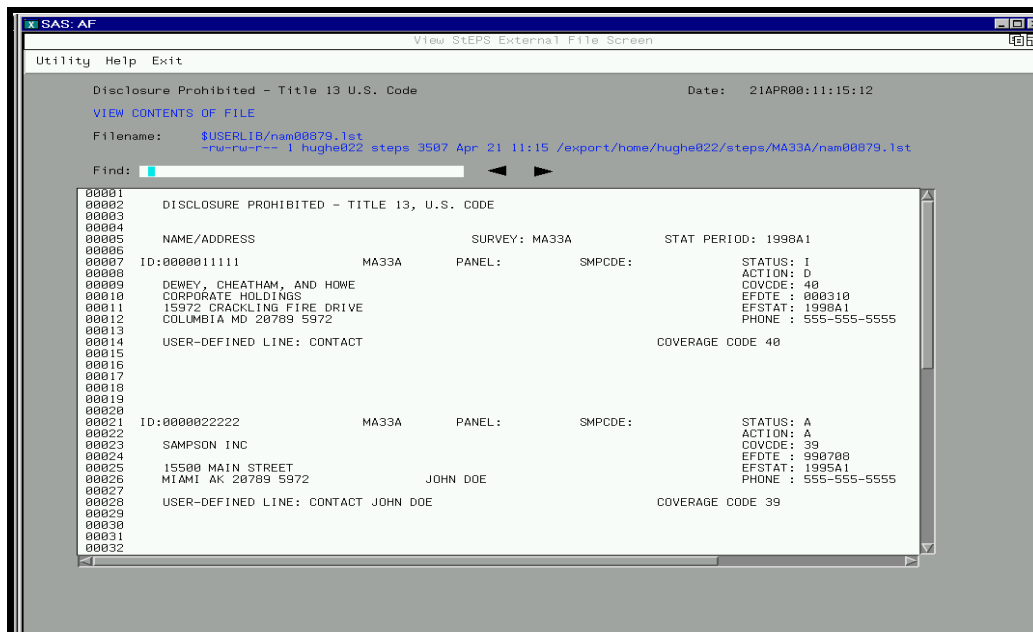


Figure 5.4.4b Name and Address Listing Output

Information displayed includes the following:

- ! Listing “header” information, including the disclosure statement, page number, listing title, survey, stat period, and the date/time that the listing was generated.
- ! For each ID, there are 7 rows of control information from the Master and Stat Period Control files. Name and address information are displayed on the left side of the screen and “status” and other control information are displayed on the right side of the screen. Each of the control variables displayed is listed in the table below. (For a complete description of each of these variables, see Section 4.6 of the User Manual.)

Row	Control Variables from Control File (as displayed from left to right)	
1	ID STRATM FORM PANEL SMPCDE STATUS PREDID	Identification number of respondent Stratum (Note: this variable will not appear in the output if your survey does not use it.) Form number Panel Sample code Status Predecessor ID number
2	ACTION SUCCID	Status action code Successor ID number
3	NAME1 COVCDE SIC	Respondent name (line 1) Coverage code Standard Industrial Classification code
4	NAME2 EFDTE NAICS	Respondent name (line 2) Effective date of current status North American Industrial Classification System code
5	STREET EFSTAT WGT	Respondent street address Effective statistical period of current status Weight
6	CITY STATE ZIP, ZIP4 CONTNM PHONE CHKDTE	Respondent city Respondent state Respondent zip code Primary contact name (CAREA, CPREF, CSUFF, CEXT) - primary contact phone number Check-in date
7	Blank line	
8	User-defined line containing user selected control file variables (See Section 2.8 for instructions on specifying variables for the user-defined line.) (Optional)	

P-Menus

P-Menu	Options	Function
UTILITY	Save Generated Code as Canned Query	Saves the listing program (with the parameters you have specified) as a canned query, so that you can access and run it at a later date. (See Section 5.4.1.10).
HELP	Listing Request Help (F1) WhoamI (F7)	Displays Help information on using the Listing Request screen. Displays user default and systems information.
EXIT	Exit (F3)	Exits to the previous screen.